



## Council Minutes of Meeting – 14 June 2021

Liz Prohett/ Sarah Kenny ...Secretary.....

Meeting 8 February 2021				Meeting 14 June 2021				Meeting 08 November 2021			
Liz Prohett - LP	✓	Linda Ley - LL	✓	Sarah Kenny - SK	✓	Linda Ley - LL	✓	Sarah Kenny - SK		Linda Ley - LL	
George Allcock - GA	✓	Anu Spratley - AS	-	George Allcock - GA	✓	Louise Mansfield - LM	✓	George Allcock - GA		Louise Mansfield - LM	
David Hughes - DH	✓	Louise Mansfield - LM	✓	David Hughes - DH	A	John Jones - JJ	A	David Hughes - DH		John Jones - JJ	
Dally Masaun - DM	✓	John Jones - JJ	✓	Dally Masaun - DM	A	Andy Rolinson - AR	A	Dally Masaun - DM		Andy Rolinson - AR	
Ken Davies - KD	✓	Andy Rolinson - AR	A	Ken Davies - KD	A	Ralph Weaver - RW	✓	Ken Davies - KD		Ralph Weaver - RW	
Malcolm Copson - MC	A	Ralph Weaver - RW	✓	Malcolm Copson-MC	A	A Kalay, HSE – AK	A	Malcolm Copson - MC		A Kalay, HSE - AK	
Rosi Edwards - RE	✓	A Kalay, HSE - AK	✓	Rosi Edwards - RE	✓	Paula Dufty - PD	A	Rosi Edwards - RE		Paula Dufty - PD	
Greg Ward - GW	A	Paula Dufty - PD	✓	Greg Ward - GW	✓	Stephen Betts - SB	✓	Greg Ward - GW		Stephen Betts - SB	
Terry Mallard - TM	A	Stephen Betts - SB	✓	Terry Mallard - TM	A	Tony Kempton - TK	A	Terry Mallard - TM		Tony Kempton - TK	
Mike Morton - MM	✓	Tony Kempton - TK	✓	Mike Morton - MM	A	Liz Prohett - LP	✓	Mike Morton - MM		Liz Prohett - LP	
				Lisa Rollinson - LR	✓			Lisa Rollinson - LR			

**Note:** Closed / no further action items highlighted; new items highlighted.  
 Several items re-numbered due to agenda change; however, '--/--' month and year remain the same

Item No.	Item / Progress	Action	Owner	Due Date
<b>1. Welcome, Chair's Remarks and Special Notices</b>				
1.1-06/21	BHSEA Chair George Allcock, opened & welcomed all, in particular Sarah Kenny, BHSEA Secretary who started in April and is taking over from Liz (LP). Sarah has taken the lead on the new website. Apologies received are recorded above.	Minute closed	-	-
<b>2. Acceptance of Previous Minutes (09/11/2020)</b>				
2.1-06/21	Acceptance of minutes	Proposed: Ralph Weaver (RW) Seconded: Stephen Betts (SB) Minutes signed.	-	-
<b>3. Organisational Structure, Personnel and Roles</b>				
10.1-02/21	<b>Secretary &amp; Chair Roles</b> (Vacancies) A note outlining the Secretary Role was circulated to BHSEA Members inviting expressions of interest.	Minute closed	-	-

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3.1-06/21	<b>Revised Organisation Structure:</b> Sarah Kenny has been added. Nothing has been formally heard from Anu Spratley (AS) since before Lockdown. Proposal to remove AS from Council and Management Committee	<ul style="list-style-type: none"> <li>Write to AS before removal from Cttees</li> <li>Check the Articles of Association re time period (6 months?) required before removal relevant and take appropriate steps to remove AS..</li> </ul>	GA/SK SK	13/09/21 13/09/21
10.4-06/21	<b>New Chair</b>	The current Chair and Secretaries have this in hand.	GA/SK/LP	08/11/21?
<b>4. Matters arising from previous meeting/minutes – items including any new items under appropriate headings below</b>				
<b>5. Programme of Events</b>				
5.1-02/21	Members' Corner Looking for a volunteer for the March meeting	Minute closed		
5.1-06/21	Speakers and Members' Corner Slots 2021	<ul style="list-style-type: none"> <li>Main speakers and Members' Corner to be confirmed for remaining 2021 events.</li> <li>Council Members supportive re returning to face-to-face at Walsall FC. Investigate whether IOSH branches resuming meetings.</li> <li>Investigate possibility of live events over zoom to offer members alternative to face to face and allow access to a wider audience. Can Walsall FC assist?</li> </ul>	GA/SK/LP SK SK	31/08/21 30/06/21 30/06/21
5.2-06/21	2022 Programme of Events	<ul style="list-style-type: none"> <li>Send draft 2022 Programme of events to council members and ask for suggestions for events/topics.</li> <li>Prepare a draft 2022 programme with a mix of both zoom and face-to-face events.</li> </ul>	SK SK/GA/LP	05/07/21 08/11/21
<b>6. Construction</b>				
6.1-06/21	<b>WWT/SHAD Events</b> PASMA was approached re presenting at BHSEA Event on 8 March. No action. BHSEA organised 'TG20:21' SHAD Event presentation with Ray Johnson (Safety and Access) 28 April.	<ul style="list-style-type: none"> <li>Construction Group Meeting 25/6 – discuss possible events for 2021/22</li> <li>Establish national WWT/SHAD '21/'22 meeting dates. Contact Alastair Mitchell</li> <li>Draft an email to Alastair Mitchell (AM) for approval by the Construction Grp, confirming HSE intentions re holding future WWT/SHAD national events.</li> </ul>	RW LSK SK	25/06/21 31/07/21 30/06/21

Item No.	Item / Progress	Action	Owner	Due Date
<b>7. Promotion, Publicity &amp; Communication</b>				
7.2-02/19	<b>Health &amp; Safety - Students</b> Awaiting new website	Item continued	-	-
12.1-11/19	<b>Website</b> <ul style="list-style-type: none"> <li>SK presented a progress report. Briefly, we are at final stages and at a point where Council members can be invited to take part.</li> </ul> <p>Noted that soon, Council Members will be sent a link to the new website – as part of trial.</p>	<ul style="list-style-type: none"> <li>Council Members to follow guidance provided by SK and feedback any issues. After snags resolved, we can go live.</li> <li>Use Coffee Shop on 23 June as opportunity to receive feedback on website from council members.</li> </ul>	SK ALL	23/06/21 23/06/21
12.1-11/18	<b>Social Media</b> RW delivered Members' Corner session (short video) at BHSEA Event 08/02/21, covering use of BHSEA LinkedIn. No response from BHSEA Members.	<ul style="list-style-type: none"> <li>Delay discussion on LinkedIn until new website up and running.</li> <li>SK to contact WMM about the setting up of a Linked In Business Page</li> </ul>	RW/SK/GA RW/SK	31/07/21 31/07/21
7.1-02/21	<b>Marketing/Membership Nos. (combine 7.1-02/21 and 7.2-02/21)</b> Further discussion took place around how BHSEA markets itself and how the new website will be the focus of future BHSEA marketing activity.	ongoing	SK	30/09/21
10.1-06/21	<b>Coffee Shop</b> Discussions took place on how effective/popular the coffee shop formula is. LM/RE/LR suggested regular slots to discuss BHSEA policies/processes and procedures.	<ul style="list-style-type: none"> <li>Devote 10 minutes at start of each coffee shop to BHSEA policies/processes and procedures</li> <li>Theme the coffee shop events around current HSE issues e.g.welding fumes</li> <li>LM suggested use LinkedIn to promote Coffee Shop topics and thereby attract non/new BHSEA Members.</li> <li>Use Coffee Shop to carry out further briefings.</li> </ul>	SK SK RW/SK SK	30/09/21 08/11/21? 08/11/21? 30/06/21
<b>8. Policies, Processes &amp; Procedures</b>				
8.1-06/21	<b>Proposal to change BHSEA's fiscal / reporting year</b> The proposal to change the BHSEA financial year to Jan – Dec. AGM will be held in April 2022	Proposal agreed. Action will be taken forward. <ul style="list-style-type: none"> <li>Proposed: Ralph Weaver (RW)</li> <li>Seconded: Linda Ley (LL)</li> </ul>	GA/LP/SK	30/06/21

Item No.	Item / Progress	Action	Owner	Due Date
<b>9. Improvement Framework, Challenges &amp; Opportunities</b>				
9.1-02/19	<ul style="list-style-type: none"> <li>EFQM Model 'Strategic Planning &amp; Monitoring', which was attached to the November 2019 minutes, 'traffic light' system needs to be reviewed.</li> </ul>	Minute continued.	GA/LP/SK	08/11/21
9.2-11/19	<b>Training – Human Focus &amp; Others (Item title changed from previous)</b> <ul style="list-style-type: none"> <li>Discussions on going with Ian Pemberton at Human Focus</li> <li>Noted that new website includes a training tab which lists BHSEA training members and provides an opportunity for them to advertise their courses and discounts available.</li> </ul>	Minute continued		08/11/21
9.1-06/20	<b>Student Membership Application Form</b> Further adjustment – re time input and Level 2 – made and re-issued to KD for final check.	This has been agreed and is available on the new website. Minute closed		
9.1-02/21	<b>Training opportunities by / for BHSEA members</b> <ul style="list-style-type: none"> <li>KD happy to do some training with BHSEA. Maybe 'bolting on' BHSEA Members (foc), and inviting them to join his existing webinar programme.</li> <li>TK mentioned Level 2 courses (12 in all) that he is aware of. Fully funded.</li> </ul>	<ul style="list-style-type: none"> <li>Wolverhampton College Timetable to Secretary – is this opportunity still available?</li> <li>BHSEA to organise with College administrators – no progress made to date</li> <li>TK to check still running/available.</li> <li>Review the training provision from BHSEA members once the website is live.</li> </ul>	KD  LP/KD  TK/SK SK/GA	08/11/21  08/11/21  08/11/21 08/11/21
<b>10. A.O.B.</b>				
10.3-06/17	<b>Membership Fees and Incentives</b> Discounts for Members & advertising via LinkedIn.	No further discussion Minute closed		
10.1-06/20	<b>Coronavirus / BHSEA Challenges and Opportunities</b> <ul style="list-style-type: none"> <li>Annual Seminar cancelled</li> <li>Programme Leaflet amended accordingly</li> <li>Government's UK Risk Assessment document has been circulated.</li> </ul>	All actions taken  Minute closed		
10.2-11/20	<b>Data Protection Policy</b> Draft (WORD document) was recirculated and agreed.	The draft policy needs to be rationalized and brought in line with the Terms and Conditions for the new website. – ongoing.	GA	31/08/21

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10.3-11/20	<b>Webinar Recordings</b> Some investigation into recording BHSEA webinars and uploading to BHSEA website.	<ul style="list-style-type: none"> <li>Record and edit June meeting and review</li> <li>If suitable host on website, send a link via the newsletter and email to participants</li> </ul>	LP/SK	30/06/21
10.4-11/20	<b>BHSEA Logo</b> Redesign has been tweaked.	Agreed not to pursue further at this stage. Minute closed.		
10.2-02/21	<b>COVID Support Officers (SCO's)</b> Note received from Alastair Mitchell (HSE) requesting clarity re role/remit/powers of SCO's.	No further communication received from AM. Minute closed		
10.2-06/21	<b>Disclaimer</b> The need for a disclaimer was briefly discussed. The new website will feature a library of old presentations and a disclaimer needed to ensure BHSEA not liable if guidance becomes out-of-date.	<ul style="list-style-type: none"> <li>SK to send LM the proposed disclaimer for review.</li> <li>Once agreed SK will circulate to Council Members and issue a definitive statement to be included on the website and in the newsletter.</li> <li>Review guidance issued to speakers</li> </ul>	LM/SK  LP/SK	30/06/21  31/08/21
10.3-06/21	<b>Copyright</b> BHSEA has received notification of a breach of copyright from Picrights again.	<ul style="list-style-type: none"> <li>GA to forward all correspondence to LM to review and comment.</li> <li>SK to contact the image owner to check that Picrights are acting on their behalf</li> </ul>	GA/LM  SK	30/06/21  30/06/21
<b>11. Issues for Management Committee (Trustees)</b>				
	No issues			
<b>Next Council Meeting:</b> Monday 8 November 2021 (am).				

Signed:  
George Allcock, BHSEA Chair:

Date:

Sarah Kenny  
BHSEA Secretary  
15/06/21